28	**Alternative Education Programs/ILPA**		
KDE Contact (Data Steward)	Windy Newton, Sherri Clusky (502) 564-4772	Updated	4/15/14
Description	Off-site and on-site enrollment in alternative education program student tracking is required for 2013-14 school year. Individual Learning Plan Addendum (ILPA) module released in E.1402 (January 2014), data standards for this portion is **optional** for the remainder of 2013-14 school year.		
Data Standard Reg sites, data use, etc.	• 704 KAR 19:002 Alternative Education Programs • Reference ILPA User Security Document • Reference ILPA Set-up Instructions		
How is data used	• This data will be used to satisfy regulatory requirements • This data will be publically reported via the School Report Card		
Noted Changes for current year	New for 2013-14 School Year ***ILPA optional for remainder of 2013-14 school year**		
Available Ad-Hoc & Reports			
Available Training	**Various trainings will be posted via KDE's Alternative Education Program website**		
28A	**School Detail (off-site alternative program)**		
Campus Path:	**System Administration	Resources	School**		

Off-site alternative education programs must have a school number and track student entry/withdrawal within the program.

School Detail

*Name
Knox County Learning Academy

*Location Number
150

NCES School Number
2103150 _ 00709

*Type
13: Alternative

Standard Code (SIF StatePrid)

CEEB Number

State Classification
A5: District operated- alternative school

Course Catalog - Master List
Trimester Catalog

*Phone

Type: this is a field that should be populated by KDE, if 13: Alternative is not selected in this drop list, please contact Windy Newton to update.

State Classification: This field will be synched down to district sites by KDE and is locked in district edition.

➢ **A5: District-operated alternative school**
➢ **A6: KECSAC funded program, blended programs will be designated as an A6**

28B	Course Detail (on-site alternative program)
Campus Path:	Scheduling	Courses	Sections Tab

A section must be set up for all content courses offered within the on-site alternative education program

Refer to Course Data Standards for additional data elements that must be completed for reporting purposes

Special Type: Select from the drop list 02: Alternative Classroom

28C	ILPA Team Members Tab
Campus Path:	Student Information	ILPA	General	Team Members Tab

The Team Members Tab data will populate the Team Meeting information within the ILPA editors.

Enter all staff that will be participating in the transition planning for the specified student.

Team members that are already in the system should be added using the **Find and Link New Team Member** button

Census: Use this drop list to select team members from database census

Counselor Staff: This drop list will contain staff designated as counselor via *Census | People | District Assignments tab*

Advisor Staff: This drop list will contain staff designated as counselor via *Census | People | District Assignments tab*

Role: Select from the drop list the appropriate role for this member

Team members not in the system must be entered using the **Enter New Team Member** button

Start Date: Enter the date in which specified member is added to the team

End Date: Enter the date in which member was removed from the team, if applicable

Last Name: Enter the last name of the member

First Name: Enter the first name of the member

Role: Select the appropriate role for the member

28D	ILPA	Documents Tab
Campus Path:	Student Information	ILPA	General	Documents Tab

➢ Select New Document

➢ Select Create New Plan
➢ Select KY ILPA
➢ Create Document

Save: Select the save button to save the data entered on the current editor

Save and Continue: Select the save and continue button to save the data entered on the current editor and to move to the next editor

Print: Select the print button to print the entire ILPA document (all editors)

Print Editor: Select the print editor button to print only the current editor

Plan Information Editor:

Individual Learning Plan Addendum

*Start Date

*End Date

Withdrawal Date

*Enrollment Date

*Anticipated Date of Transition

*Placement:

Total Credits Earned To Date:
0

Location:

If Off Site, please specify:

*Reason for Placement

If Other, please specify:

Team Manager: COLLINS, CHRISTOPHER

Start Date: Enter the Start Date of the plan

End Date: Enter the anticipated End Date of the Plan

Withdrawal Date: Enter the withdrawal date from the student's regular educational setting

Enrollment Date: Enter the enrollment date into the alternative education program

Anticipated Date of Transition: Enter the date team anticipates the student to return to the regular educational setting

Placement: Select from the drop list Voluntary (student choice) or Involuntary (school or court ordered) placement

Total Credits Earned to Date: Enter the total credits earned upon enrollment in the alternative education program

Location: Select from the drop list if the student will be in an off-site or an on-site alternative education program

If Off-Site, specify: If applicable select from the drop list the off-site alternative education program

Reason for Placement: Select from the drop list the reason the student was placed in an alternative education program

- Academics
- Behavior
- Credit Recovery
- Other, if selected, specify reason in textbox

Student Information Editor:

Student Demographics
Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

Refresh Student Information

Last Name	First Name	Middle Name	Suffix
ABBOTT	BRANDON	WAYNE	

Federal Designation	Federal Race(s)		Race, Ethnicity (state)
6: White	White		White

Birthdate	Birth City	Gender	
08/28/1996		M	

Student Address
447 KY ROAD HEIDRICK, KY 40949

School Name	School Phone	Student Number	Grade
Knox Central High School	(606)546-9253	914	11

Refresh Student Information: Select to refresh the student demographics to the document

Parent/Guardian Information:

Parent/Guardian Information

Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy of the guardian information, click the button below.

Refresh Guardian Information

Parent/Guardian comes from the census system and the only people listed here are marked as guardians of the student's current household, or direct guardians to the student through the relationship.

Guardian	Name
MOTHER, NATURAL/ADOP	MARRION Ann ABNER

Work Phone	Cell Phone	Email
(555)545-6032	(555)141-8147	evphy.vbesr@kerx.kysehrrhs.us

Addresses	Home Phone
447 KY ROAD	(555)346-4482
HEIDRICK, KY 40949	
447 KY ROAD	(555)346-4482
HEIDRICK, KY 40949	

Refresh Guardian Information: Select to refresh the student's parent/guardian information to the document

District/School Information:

Transferring District/School Information

District Name:

School Name:

School Address:

School Phone:
( ) - x

School Fax:
( ) - x

District Name: Select from the drop list the district in which the student is transferring from

School Name: Select from the drop list the school in which the student is transferring from

*NOTE: the school drop list will be auto-populated based on the District Name selection

School Address: Enter the address of the school in which the student is transferring from **OPTIONAL**

School Phone: Enter the phone number of the school in which the student is transferring from **OPTIONAL**

School Fax: Enter the fax number of the school in which the student is transferring from **OPTIONAL**

Transition Information:

Transition Information

Anticipated Date of Transition: 05/16/2014

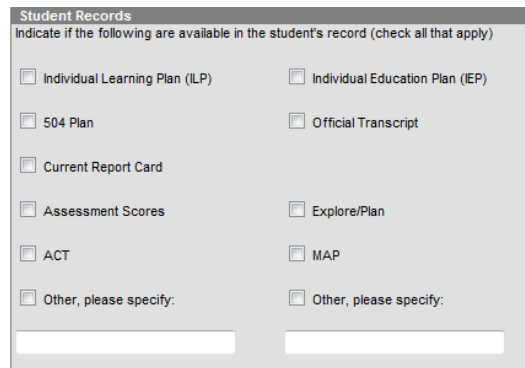Criteria for re-enrollment in previous school: ▭

Anticipated Date of Transition: Read only field populated from the Plan Information editor

*Criteria for re-enrollment into the previous school: Enter the criteria student must meet in order to be re-enrolled

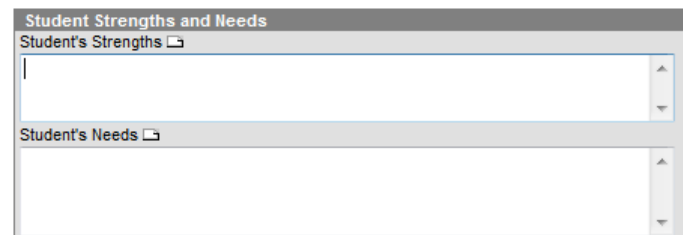into the student's previous A1 school/regular educational setting

* Template bank can be created by district, via System Administration | ILPA | Template Banks, reference ILPA Set-up Instructions

Student Records:

Student Records
Indicate if the following are available in the student's record (check all that apply)

☐ Individual Learning Plan (ILP)   ☐ Individual Education Plan (IEP)

☐ 504 Plan   ☐ Official Transcript

☐ Current Report Card

☐ Assessment Scores   ☐ Explore/Plan

☐ ACT   ☐ MAP

☐ Other, please specify: ☐ Other, please specify:

Indicate availability of items in student's current educational record: check all that apply

Strengths and Needs:

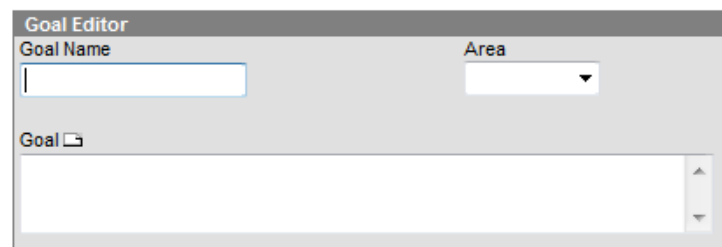Student Strengths and Needs
Student's Strengths

Student's Needs

*Student's Strengths: Enter student's academic or behavioral strengths

*Student's Needs: Enter the student's academic or behavioral needs

* Template bank can be created by district, via System Administration | ILPA | Template Banks, reference ILPA Set-up Instructions

Goals and Objectives:

Select **New Plan Goal** button

Goal Editor
Goal Name   Area

Goal

Goal Name: Enter Goal Name

Area: Select from the drop list the area for the specified goal

> ➢ Academic
> ➢ Behavioral
> ➢ Other

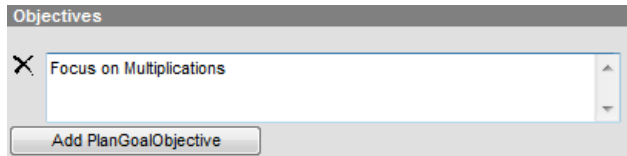***Goal:** Describe student's goal in specified area

> *Select Save to save current goal and enter a new goal*

Select Save and Continue to save current goal and to move to the next editor

* Template bank can be created by district, via System Administration | ILPA | Template Banks, reference ILPA Set-up Instructions

Enter **Goal Objective(s)**

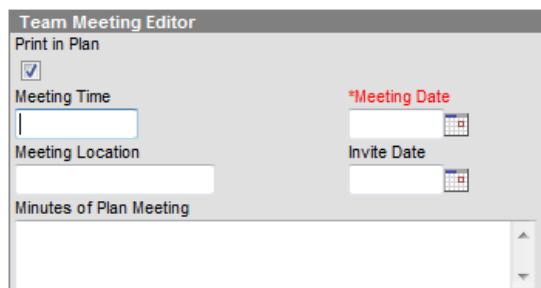Select Goal, click **New Plan Goal Objective** button

Enter Objective, multiple objectives per goal can be entered by clicking **Add Plan Goal Objective** button

* Template bank can be created by district, via System Administration | ILPA | Template Banks, reference ILPA Set-up Instructions

Team Meeting:

Select New Team Meeting

Team Meeting Editor:

Print in Plan: Select this indicator to ensure the data entered regarding the team meeting will print on the plan

Meeting Time: Enter the time the team meeting occurred

Meeting Date: Enter the date the team meeting occurred

Meeting Location: Enter the location of the team meeting

Invite Date: Enter the date in which the members were invited to the meeting

Minutes of Plan Meeting: Enter the minutes of the meeting **OPTIONAL**

Team Meeting Attendance Editor:

This will display all Team Members entered on the Team Members Tab

Select each member that was invited

Select each member that attended

Save Document

From the documents tab the ILPA must be **LOCKED** for student records transfer and synching to the state and for reporting purposes.

- ➢ Select Documents Tab
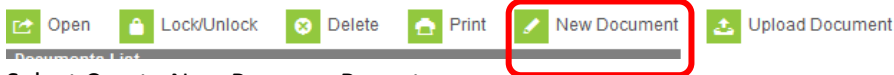- ➢ Select KY ILPA
- ➢ Click the Lock/Unlock button

28F	Progress Report
Campus Path:	Student Information	ILPA	General	Documents Tab

Progress of the student's goals and objectives should be monitored on a regular basis. KDE recommends monitoring progress of the student's goals and objectives based on the same timeline as progress is reported in the other schools in your district.

- ➢ Select New Document

- ➢ Select Create New Progress Report
- ➢ Select Progress Report
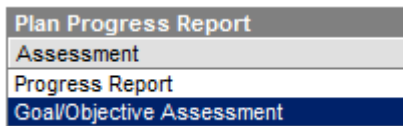- ➢ Create Document

Progress Report Editor:

Plan to report on: Select from the drop list the plan to report progress
Report Date: Enter the progress report date

Goal/Objective Assessment Editor:

➢ Click Goal/Objective Assessment in the Assessment editor

Plan Progress Report
Assessment
Progress Report
Goal/Objective Assessment

➢ Click New Goal/Objective Assessment

Print   ⊕ New Goal/Objective Assessment

➢ Select appropriate goal and/or objective

Progress Report Editor
Goals
○ Student needs to increase testing scores by 10 points
○ Student needs to be redirected multiple times

Objectives

Progress toward the annual goal

[▼]

Comments

[   ]

➢ Select from the drop list the *Progress toward the annual goal

*Note: This drop list must be populated via System Administration | ILPA | Progress Options, reference ILPA Set-up Instructions